



Guidance for Developing Health Agency Field Assignments

Public Health Prevention Service

BACKGROUND

The Centers for Disease Control and Prevention's (CDC) Public Health Prevention Service (PHPS) invites you to assist in providing opportunities for professional development of early-career program managers. The PHPS program is requesting applications from public health agencies for 2-year field assignments in program management for up to 25 prevention specialists of the 2007 PHPS class. Field assignments last from October 2008 to October 2010.

State and local health agencies, Departments of Environment, Indian Health Service area offices, tribal organizations, and other public health agencies (i.e., community-based organizations, foundations, and universities with strong collaborations with state and local health agencies) are eligible to submit applications.

The PHPS program is a 3-year training and service program for postgraduate masters-level professionals interested in careers in public health management. Prevention specialists in the PHPS program have advanced degrees in public health or related fields, including public policy, health sciences, health education, public administration, business administration, and social work. During this 3-year training and service fellowship, prevention specialists develop and enhance skills in program management while working with experienced staff at CDC, and with our partners in public health agencies nationwide. This unique program is designed to develop public health professionals who successfully apply science and theory to today's public health realities, and who are prepared for entry into management careers.

During the first year of the program, prevention specialists work in prevention and control programs and participate in training activities, including seminars, evaluation projects, temporary duty assignments, and conferences designed to provide them with essential public health management skills. During the second and third years of the program, prevention specialists are placed in field assignments with state or local health agencies to apply skills to develop, deliver, and evaluate public health programs or intervention strategies.

The 2-year field assignments with public health agencies are expected to provide prevention specialists with high-quality work assignments in the area of program management, including, but not limited to, grant and project management, budget preparation and monitoring, staff planning, program implementation and evaluation, and policy development. Proposals should outline assignments that provide prevention specialists with challenging opportunities that will further develop skills. **All salaries, benefits, relocation stipends, and PHPS-related travel expenses will be the responsibility of the PHPS program.**

The following guidance is provided for developing a Letter of Intent (LOI) and full application for a 2-year field assignment in program management. Public health agencies should be committed to providing a stimulating learning environment and well-defined appropriate assignments that lead to the attainment of PHPS performance requirements.

The field placement will begin in early October 2008, and will end two years later in October of 2010. Applications should describe assignments that provide challenging and meaningful work opportunities to further develop skills in program management.

PHPS PERFORMANCE REQUIREMENTS

PHPS performance requirements serve as the framework for structured training, experiential learning, and work experiences for prevention specialists. For a list of the PHPS performance requirements, see http://www.cdc.gov/EPO/dapht/PHPS/documents/PHPS_PerformRqmts09-07.pdf.

PROFESSIONAL MENTORING AND SUPERVISION

Field Supervisors

PHPS requires that all assignment participants have a primary and secondary supervisor who is a full-time staff member actively involved in programmatic activities of the agency. In addition to assignment guidance and supervision, assignment supervisors are required to

- commit to a minimum of 10% work time (at least ½ day weekly) for mentoring activities and performance feedback;
- orient the prevention specialist to program-specific areas, policies, and protocols;
- provide technical guidance for all work assignments;
- monitor the assignment to ensure meaningful work experiences and activities are provided;
- facilitate successful completion of assignment-specific skill sets (on the basis of PHPS performance requirements);
- assist the prevention specialist in identifying additional professional development opportunities;
- facilitate mentoring linkages with appropriate staff;
- submit annual PHPS assessment and feedback reports to the PHPS office; and
- participate in ongoing communication with PHPS supervisors.

PHPS Supervisor (at CDC)

PHPS supervisors provide overall supervision and ensure completion of PHPS performance requirements throughout the 3-year fellowship. PHPS supervisors are responsible for providing overall guidance, direction, and supervision to prevention specialists by:

- serving as a resource for the field assignment supervisors;
- matching prevention specialists with specific quality assignments;
- working closely with field supervisors and prevention specialists on professional development experiences, activities, and evaluation during the assignment;
- providing direction through consistent feedback to the prevention specialist on overall performance in the program; and
- providing mentoring and guidance to prevention specialists in achieving the PHPS performance requirements during the 3-year fellowship.

ONGOING PROFESSIONAL DEVELOPMENT

PHPS strongly encourages successful applicants to support the ongoing professional development of prevention specialists while in their field assignments. Professional development related to PHPS performance requirements and assignment-specific skills are preferred. Ongoing professional development might include, but is not limited to, the following:

- seminars,

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- state and local conferences and workshops,
- national conferences,
- site visits to local communities,
- teleconference training,
- web-based training, and
- field and case studies.

Except for PHPS-related training seminars and conferences, expenses associated with the professional development of prevention specialists are the responsibility of the assigned public health agency.

WORK PLACE SUPPORT

Another element critical to the success of the PHPS program is the ability of prevention specialists to function as integral parts of work units. Appropriate office location and routine clerical and administrative support are needed to facilitate integration into the work environment. The prevention specialist should have access to equipment (e.g., printers, copy machines, fax machines, and office supplies) necessary for the successful completion of the assigned work. If the desktop computer provided does not have a CD-ROM drive, access to a computer with CD-ROM capability should be made available because some PHPS training materials are provided on CD-ROM. Public health agencies should provide the following:

- personal desk with adequate work surface;
- private filing space;
- telephone;
- 900 MHz Pentium III (or better) desktop computer with CD-ROM drive and speakers;
- LAN connections (if appropriate); and
- Internet access and computer software (e.g., word processing, statistical, and graphics software)

LETTER OF INTENT (LOI)

All LOIs must be received by 12:00 midnight, Eastern Standard Time (EST) Friday, January 18, 2008. Please see http://www.cdc.gov/EPO/dapht/PHPS/documents/PHPS_HASampleLOI.pdf for a sample letter of intent. **The LOI must not exceed two pages in length.**

Instructions and Format

The first phase of this application process is to submit an electronic file by e-mail. This file should include a two-page LOI in MS Word®, in 12-point font. Do not include any attachments with the LOI.

To be considered eligible, you must address all of the following components of the LOI:

Part I: Agency Locating Information (Required)

1. Primary supervisor
2. Type of public health agency or institution. Please select from one of the following: community health, local department of health, state department of health, university/academia, Indian Health Service, Department of Environmental Health, Department of Labor, private public health organization, or other (please list)
3. Agency name and program office

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4. Mailing address, overnight mailing address (if different)
5. Phone, fax number, and e-mail address

Part II: Statement of Need (10 points)

1. Describe program management (i.e., infrastructure, evaluation, etc.) or public health problems to be addressed by the prevention specialist.
2. Describe the priority populations.
3. Describe key collaborations with other agencies.

Part III: Assignment Description (20 points)

1. Describe the scope of the assignment.
2. Describe major activities the prevention specialist will undertake and the performance requirements each activity addresses.
3. Describe the prevention specialist's level of responsibility (i.e., coordinator, manager, analyst, team member, or facilitator). Note: Prevention specialists cannot provide direct supervision to other staff during this 2-year field assignment.
4. If applicant is not a state or local health department, describe the relationship between the applicant and the state or local health department, and plans for collaboration with them during the 2-year field assignment.
5. Describe the expected outcome or end product for each activity.

Part IV: Organizational Structure and Supervision (15 points)

1. Describe the organizational location of the assignment within the health agency.
2. Describe the professional development opportunities available to the prevention specialist.
3. Describe the organizational commitment to workplace support (i.e., office setting, computer equipment, clerical and administrative support, and dedicated resources).
4. Describe the supervisory and mentoring experience of the primary and secondary supervisors (do not include resumes with the LOI).

Components II, III, and IV will be scored according to the point distributions noted.

Instructions for LOI Submission

1. LOI must not be longer than 2 pages.
2. Submit to OWCDPHPS@cdc.gov as an MS Word® attachment in 12-point font.
3. Use the subject line "PHPS LOI Application" *followed by your agency name*. For example: "PHPS LOI Application: Queen Elizabeth County Health Department."
4. Do not submit LOI by U.S. mail or facsimile. These are not acceptable means of submission.
5. **Not following the guidelines and instructions for an LOI (including components and formatting) will result in your application not being considered for a prevention specialist.**

Deadline

Only LOIs received by **12:00 midnight, EST, Friday, January 18, 2008**, will be considered. Successful applicants will be invited to submit full applications.

FULL APPLICATION

Public health agencies that are successful in the LOI phase will be invited to submit full applications. All applications must be received in the PHPS office by 12:00 midnight, EST, Monday, April 7, 2008.

The full application must not exceed ten pages, including optional attachments. If an application exceeds the 10-page limit, only the first 10 pages will be reviewed and considered. Please see http://www.cdc.gov/EPO/dapht/PHPS/documents/PHPS_HASampleFullApp.pdf for a sample full application.

Instructions and Format

The full application must be a MS Word® document, using 12-point font. The application must address all of the following components:

Applicant Information

Part I: Agency and Supervisor Information

1. Time Period: October 2008–October 2010
2. Organization, program office, mailing address, overnight mailing address (if different)
3. Primary Supervisor: name, degrees, title, mailing address, telephone, fax, and e-mail address
4. Secondary supervisor: name, degrees, title, mailing address, telephone, fax, and e-mail address

Part II: Statement of Need

1. Describe program management (i.e., infrastructure, evaluation, etc.) or public health problem to be addressed by the prevention specialist.
2. Describe the scope of the assignment.
3. Describe the priority populations.
4. Describe key partners and their roles in collaborating with your agency on this health problem or concern.

Part III: Assignment Description

Provide a full description of the proposed assignment activities addressing the following points:

1. Identify and describe major activities prevention specialist will undertake, including direct, hands-on work experience with communities and other public health agencies.
2. Identify the performance requirements each activity will address, including end products, as they relate to performance requirements.
3. Describe how these major activities contribute to achieving the overall mission of your agency.

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4. Identify the level of responsibility of the prevention specialist for each major activity (i.e., coordinator, manager, epidemiologist, team member, or facilitator).
5. Include a general timeline for each major activity over the course of the 2-year field assignment.
6. Identify dedicated resources to these activities (i.e., staff, community partners, funding, and equipment).
7. If applicant is not a state or local health department, describe the relationship between the applicant and the state or local health department. Include plans for collaboration during the 2-year field assignment.
8. Describe how the prevention specialists will be incorporated as part of the management team.

Part IV: Organizational Structure

Provide a description of the organizational structure addressing the following points:

1. Describe the organizational location of the assignment within the health agency.
2. Describe the organizational workplace support (i.e., office setting, equipment, computer, clerical and administrative support, and peer support).
3. Describe the professional development opportunities available to the prevention specialist during the 2-year field assignment.
4. Describe the capacity, internal resources, and collaborative partnerships that will support the prevention specialist.

Part V: Supervision and Mentorship

Please include the following:

1. Identify primary and secondary supervisors and describe their supervisory and mentoring experience.
2. Describe the supervisors' plans to provide direct supervision and on-the-job training.
3. List other competing duties and responsibilities of the primary and secondary supervisors.

Part VI: Supporting Documentation (Optional)

1. An organizational chart of existing and proposed staff
2. A current curriculum vitae or résumé for each supervisor (not to exceed 2 pages each)
3. Letters of support from collaborating organizations (**Note: these documents are included as part of the 10 page limit**)

Application Review

Requests will be reviewed on the basis of the stated criteria and must demonstrate

- Completeness— application includes all six components
- Consistency with overall objectives of PHPS
- Ability to provide hands-on work experience
- Ability to offer professional development opportunities for the prevention specialist in program management
- Provision of supervision, mentoring, and other support services for the prevention specialist

- Overall geographic distribution of the assignments

Instructions for Full Application Submission

1. Full application must not be longer than 10 pages, including optional supporting documentation.
2. Submit to OWCDPHPS@cdc.gov as an MS Word® attachment in 12-point font.
3. Use the subject line “PHPS Full Application” *followed by your agency name*. For example: “PHPS Full Application” Queen Elizabeth County Health Department.”
4. Do not submit full application by U.S. mail or facsimile. These are not acceptable means of submission.
5. **Not following the guidelines and instructions for a full application (including components and formatting) will result in your application not being considered for a prevention specialist.**

Deadline

Only complete applications (no more than 10 pages in length) received in the PHPS office by **12:00 midnight, EST Monday, April 7, 2008**, will be considered.

TIMELINE FOR FIELD ASSIGNMENT APPLICATION PROCESS

2007 PHPS Class

Request for Application

January 18, 2008	Deadline for receipt of LOI in PHPS office (12:00 midnight EST)
March 6 and 7, 2008	Notify public health agencies of successful LOIs and request full application
March 10 and 11, 2008	Notify public health agencies of unsuccessful LOIs

Application Review

April 7, 2008	Deadline for receipt of full applications (12:00 midnight, EST)
April 11–12, 2008	Prevention specialists bio-sketches sent to public health agencies*

Interview Process

April 28–May 9, 2008	Open recruitment (two-way communication between public health agencies and prevention specialists)
May 19 & 20, 2008	Notification of selected public health agencies invited to participate in PHPS interview day with prevention specialists in Atlanta
May 22–23, 2008	Notification of nonselected public health agencies
July 12, 2008	Interview day in Atlanta**

Matching Process

July 14–21, 2008	Matching process of prevention specialists with public health agencies
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July 24-25, 2008	Prevention specialists notified of matches
July 31–Aug. 1, 2008	Public health agencies notified of successful and unsuccessful matches

The field placement will begin in early October 2008 and run until October 2010.

- * Public health agencies invited to submit full applications will receive bio-sketches for the 2007 PHPS class, and will have the opportunity to participate in open recruitment. Open Recruitment is a 2-week period that allows for open discussion between prevention specialists and public health agencies. Following open recruitment, prevention specialists will identify public health agencies they wish to invite to Atlanta for formal interviews.
- ** After open recruitment, PHPS invites selected public health agencies to Interview Day in Atlanta for formal face-to-face interviews with interested prevention specialists. This year, Interview Day will be held at the PHPS office on Saturday, July 12, 2008. Primary supervisors are expected to participate, and all travel-related expenses are the responsibility of the public health agency.

MORE INFORMATION

For more information, please contact the CDC PHPS Office, at 404-498-6120 or by e-mail at OWCDPHPS@cdc.gov.